

# **AGENDA**

## ***Eaton Public Library Board of Trustees***

**June 3, 2020**

**5:30 pm**

### **Virtual Meeting**

**Zoom dial in information is available on our website:**

<https://townofeaton.colorado.gov/eaton-public-library>

1. Call to Order
2. Approval of the agenda
3. Report of the President
4. Report of the Friends of the Library
5. Director's Update
6. Approval of the Consent Agenda (Members can request any items be removed from Consent)
  - a. Meeting Minutes of May 6, 2020
  - b. Director's Report
  - c. Financial Report
  - d. Invoices
7. Items removed from the Consent Agenda
8. Old Business
  - a. Committee Updates
    - i. EPL Committee Reports
  - b. Space Planning -Shelley/Julie
9. New Business:
  - a. Public Information Policy - Brenda
  - b. Pandemic Policy – Brenda
10. Action Steps
11. Board Comments
12. Adjourn

**Next Meeting: July 8, 2020 at 5:30 pm**

## EPL Library Board Meeting Notes

Virtual Meeting – May 6, 2020 at 5:30 pm via Zoom

### Present:

Julie Finn – President

John Isbell – Vice President

Shelley McLatchie – Secretary

Dave Sloan – Board Trustee

Nomie Ketterling – Board Trustee

Brenda Cams – Library Director

Marlene Richter – Board Trustee

Maureen St. Peter – Board Trustee

Betsy Lamb – Library Staff

Ana Nemeth – Library Staff

Sam Hudspeth – Library Staff

1. Call to Order – Meeting called to order 5:30 p.m. by Julie Finn
2. Approval of Agenda – Dave Sloan made a motion to approve the agenda, Marlene Richter second, all approved, motion carried
3. Report of the President – Julie Finn reported distribution of the report from Jerry Lewis, Consultant. Julie also mentioned Brenda Cams is happy to work with him. Julie would like to extend the contract for Jerry Lewis and would like to discuss this during Executive Session. Julie also thanks Nomie for introducing the Board to Jerry and his services.
4. Report of the Friends – Mary Vance was not present, Dave Sloan gave a brief report. No Friends meeting was held in April due to COVID-19 and the library closure, however the Friends have collected 19 scholarship applications and will have them reviewed by next week and will award a total of 6 scholarships – 1=\$1,000 and 5=\$500. Shelley McLatchie questioned how the scholarships were being communicated or distributed with school closed due to COVID-19. Dave replied Heather Pickett was in communication with the school and he did not have information regarding scholarship awards. Shelley also asked if there was a monthly book sale report, Dave replied that since the library has been closed there have been no book sales.
5. Director's Update – Brenda Cams attached her full report to the meeting agenda, however highlighted the following information:
  - a. Curb side pick-up started on May 5, 2020 for delivery of materials to patrons withhold materials. Brenda has been in communication with other libraries to see how they are re-opening the library and was informed by Johnstown their local nursery donated plants to give out as well so Brenda received a donation from Ace Hardware and are giving a plant seeding out to all patrons with their curbside pick-up while supplies last.
  - b. The summer reading program cannot be done due to restrictions with COVID-19.
  - c. The program team is working diligently to pursue incentives for patrons attending virtual programs. Katie assisted Judy regarding posting her story time on Facebook and has received good reviews.
6. Approval of the Consent Agenda – Dave Sloan made a motion to approve the agenda, Nomie Ketterling second, all approved, motion carried.

7. Items Removed from the Consent Agenda – NA

8. Old Business

a. Committee Update

- i. Policy Committee – Shelley McLatchie and John Isbell will set a meeting to discuss the two policies that need updated – Meeting rooms and Public Information. The board also discussed setting new policies for COVID-19. Brenda indicated the district has a policy in place and the Transition Team will work from the district policy and update if needed. Brenda will copy the COVID-19 policy to the board for approval.
- ii. Space Planning Committee – Shelley McLatchie indicated we have completed Phase I with Wember and asked the board to vote to move on to Phase II and to set up a budget/schedule meeting with Wember. Dave Sloan indicated the board should review and approve a “scale” drawing and discuss final approval of the drawing prior to moving onto Phase II. Shelley will contact Paul Wember and Beth O’Neill to obtain the scale drawing and distribute.

b. Acquisition of Property – Dave Sloan and Nomic Ketterling since COVID-19 there has been no communication with the property owner behind the library. Dave and Nomic will keep the board posted if there are any updates.

c. IGA Updates – Brenda Carns indicated a “final” draft of the IGA was provided by Avi Rocklin, the town attorney, however Jed Scott, the district attorney, indicated he still has questions regarding 100% participation and approval of changes in the future. Brenda will forward the communication from Avi and Jed regarding the IGA and indicated to the board she would be accepting all Addendum B services the district was going to offer.

9. New Business

a. Julie Finn indicated the ad was in the Eaton Herald regarding the board trustee position available upon Marlene Richter’s term completion in June 2020. Julie also indicated that Nomic Ketterling will take over Marlene’s position on the finance/budget committee.

b. Board/Staff Roles – Julie Finn added to the board packet correspondence from Avi Rocklin regarding the role of the board, director and staff to address board members attending library staff meetings. Julie indicated the board hires the director, the director hires the staff and we need to adhere to the Cirsa Handbook. A full copy of the handbook will be provided to the board.

c. Jerry Lewis report and contract extension – discussion held in executive session.

10. Action Items

a. Shelley McLatchie will contact Wember for a scale drawing of the library

b. Brenda Carns will distribute the IGA emails to the board

c. The Policy Committee will meet and discuss policies that need to be updated and new policies needed.

11. Board Comments

a. Shelley McLatchie asked if June 2 was still the target date for the library to re-open. Brenda indicated yes but the transition team will have more information during May as policies of the district and State continue to change. Julie Finn indicated that if Brenda or the staff does not feel comfortable or safe re-opening the library we postpone until we are certain everyone is safe.

- b. Shelley McLatchie asked if Roger Ertmer our facility person, was coming back for lawn service. Brenda indicated she has tried on several occasions to contact Roger and does not get a reply. She will continue to contact him if not will contact other companies for lawn care.
  - c. Shelley McLatchie asked what has been the most requested service since the library closure and Brenda indicated it has been printing and hold documents.
  - d. Marlene Richter asked how the courier service will work in the new normal of COVID and Brenda indicated it was still a work in progress and the courier and staff are working together.
  - e. Maureen St. Peter asked about staff and patron masks and what will be the policy, expectation and consequence if people want to enter the library without a mask. A discussion took place regarding providing masks to patrons either disposable or quality ones with the EPL logo. Brenda and the Transition Team will work on a response to this matter and report back to the board.
  - f. Maureen St. Peter asked about how we are informing the public and patrons regarding our new policies. A discussion regarding updating our Facebook page and ordering large signage to put on the doors and around the library. Brenda and the Transition Team will work on a response to this matter and report back to the board.
  - g. Nomic Ketterling asked Sam Hudspeth regarding the program for Greg Dewey and how it is being promoted. Sam indicated it was promoted via Facebook and Ana Nemeth has updated the library sign. Sam indicated the Eaton Herald has space available if we would like to provide more information to the Herald for programing information and services the library offers.
12. Executive Session Start – Julie Finn asks for Betsy, Sam and Brenda to leave the meeting at 6:17 pm and asked for a motion to enter into executive Session. Dave Sloan made a motion to go into executive session, Marlene Richter second, all approved, motion carried.
13. Executive Session End – Maureen St. Peter made a motion to end executive session at 6:47 pm, Nomic Ketterling second, all approved, motion carried.
14. Jerry Lewis Contract Extension – Shelley McLatchie made a motion to sign the contract extension for Jerry Lewis, John Isbell second, 5 votes for approval, one vote nay, motion carried.
15. Maureen St. Peter made a motion to adjourn, John Isbell second, all approved. Meeting adjourned at 6:53 p.m.

Respectfully submitted,  
Shelley McLatchie  
EPL Board Secretary

**Report to the Library Board**  
**Brenda Carns, Library Director**  
**June Report**

We continue to be stuck in limbo until the governor decides otherwise. I received word today from the state, "CDPHE has released a new [Public Health Order \(20-28\)](#) to align with the extension and amendment of the Governor's "[Safer at Home](#)" [Executive Order \(D 2020-79\)](#) through June 1. The newly amended public health order includes the following reference to libraries (p.16, Appendix A, Section I): "Libraries, both public and private, are limited to providing window service, walk-up service, drive-through service, or curbside delivery."

We are relying heavily on Zoom for our meetings and virtual programs, and comments from our Facebook about our virtual programs have all been very positive. Staff continues to get thanked by the patrons picking up their holds, giving us their documents to print and leaving us with cookies.

We hope to be able to offer walk in service starting June 8<sup>th</sup>, if allowed, but we plan to continue with curbside pickup as long as the patrons ask for it, as will the district.

- We are also moving some of our patron seating out of the library to the event room to encourage social distancing and closing the study rooms for now.
- Betsy found a great source of disposable masks which we will make available to people who don't bring a mask and we will strongly encourage everyone to use one.
- Betsy purchased some stickers that will be used inside to caution people to remember and observe social distancing and we have large posters reminding people to practice safe health measures.
- See the transition teams list of guidelines for staff and public, reported below in more detail.
- Curbside pickup is really appreciated by avid readers who want "real" books to hold but electronic resources like Overdrive and Hoopla are gaining ground with new users.
- Three out of four contacts by the public are related to getting a book or dvd, with printing something or using the computers being the next most popular need.
- Most people ask when we are going to reopen.
- All public libraries are finding that curbside service is meaningful but not used by large numbers of people. The number of our curbside pickups per day ranges from 4 -20

I contacted Bruce at the Herald about publicizing our space planning draft. He agreed to publish the plan along with a short article which he asked me to write.

Roger has reassumed grounds maintenance duties at the library. He has already:

- Purchased a lawnmower and he will make sure our lawn receives regular trims throughout the summer.
- Completed fixing the ceiling tiles in front of the bathrooms.
- Stained the outside fence around the staff entrance on the north side of the library.
- Plans to start the stepping-stones path next week.
- Is assisting with repairs and preparation for opening the library to the public.

**Website and Advertising Team-Vince and Neal (Vince reporting)**

- The website is making slow, but steady progress.

- We have updated our main page to include a message from Brenda addressing the current state of the library, placed a link to the application for the board vacancy, and posted virtual board meetings and the links for the public.
- Neal has done a lot of work on the Summer Reading Program page.
  - This page now includes information about the program including basics for each age group and shows who our sponsors are.
  - Most importantly people can now register for the program and download reading logs.
- Other parts of the website that have seen updates are the Library Board page, the Upcoming Events page, and the COVID Info page.
- We are working behind the scenes to discover how to best utilize the capabilities of the new website and to make sure it looks more polished and informative for our patrons.. This includes things like figuring out how text and pictures interact on pages and integrating files into each page through links.

#### **Program Team-Judy, Katie, Neal and Sam (Neal reporting)**

The Programming Team has been largely focusing on preparations for Summer Reading.

- We have gotten bilingual advertising to the schools, set a robust and ambitious summer calendar, confirmed or changed out all our guest youth presenters, and set up a basic page on the library website.
- Reading logs have been created for all age groups and have been translated into Spanish; they will be reviewed for any final changes at our meeting on Friday the 22<sup>nd</sup>. Online registration and prize-tracking mechanisms are in place and live.

Judy, Katie, Neal and Samantha are all offering virtual programming. See the attached Herald ad for more information

- Recruiting attendees and getting registration for programs is a distinct challenge.
- The best plan appears to be identifying a target audience and figuring out how to reach them directly and leverage word of mouth amongst them.

Current projects include:

- Designing and printing prize coupons
- Posting all summer events to Facebook, and getting the information ported to the website
- Creating a system for SRP participants to select and pick up their free books
- Ordering additional prize books from Scholastic
- Creating printable list of all summer programs and activities
- Producing water bill mailer insert for June 1<sup>st</sup>

#### **Facilities Team Update-Ana and Betsy (Ana reporting)**

Staff working in building Monday-Friday 9am-5pm and Saturday 10am-2pm

- Staff rolls out curbside sandwich board and provides curbside pickup
- Staff grab the items from book drop, quarantines, checks in and reshelves
- Staff respond to any patron messages from voicemail and email
- Courier comes on weekdays with staff sending out individual notifications for pick-up
- Facility meetings occur on Mondays in person with social distancing and masks

Ana and Sam updates outside sign with new information and curbside services

#### **Transition Team – Betsy, Sam, Jess and Ana (Betsy reporting)**

Betsy submitted the following guidelines which are consistent with other libraries' methods and have been discussed and agreed upon by staff: She is continuously monitoring the Highplains website to include any new guidelines which might become important.

### **EPL reopening guidelines**

#### **Working in the Library Safety Rules:**

1. Daily temperature checks before coming to work or when first arriving. Notify, Brenda, if you have a temperature above 100.4 degrees or other symptoms of the virus, and go home immediately. Symptoms include cough, shortness of breath, chills, muscle aches, sore throat, and new loss of taste or smell. Go home if you experience two or more of these symptoms.
2. Wear your masks and gloves when handling library materials and items used by others, which are provided on a book cart in the workroom, along with cleaning supplies. Please read the directions and warnings on the cleaning solutions. Please read the information regarding masks on the Colorado Department of Health website:  
<https://covid19.colorado.gov/mask-guidance>
3. Wash your hands frequently or use hand sanitizer often.
4. Separate as far as possible from other staff when working at computers or in the building.
5. Maintain a social distance of at least 6 feet whenever possible and keep your masks on. If you briefly take your mask off, maintain a distance of 12 feet away from others.
6. If you are working alone in a room, you may take off your mask when no one else is present.
7. Disinfect your workplace before and after working. Sanitize before and after each use of copiers, filing cabinets, common area workstations/computers, etc.
8. Do not eat your lunch in the staff workroom. You may use the event room, the Boardroom or go outside to eat.
9. Disinfect surfaces in kitchen after preparing your food. Only one person in the kitchen at a time, please.
10. No visitors including family and friends in building during closure. Take your break and meet them outside.
11. Non-staff are not allowed in the workroom except briefly to deliver heavy items.
12. When using the restroom, disinfect all surfaces with cleaning wipes provided before leaving.

#### **EPL patrons:**

- patrons will be screened at the door. Anyone that has an elevated temperature, or currently is feeling ill or has any symptoms will not be allowed to enter the building
- all patrons must wear a mask in the building. For those who do not have a mask, one will be provided
- there will be a limit of 10 patrons in the building at a time. Patrons can queue up 6 feet apart out front while waiting to be admitted into the library
- social distancing will be required in the building (minimum of 6 feet apart)
- self checks will be encouraged and staff will disinfect after each use
- 4 computer stations will be available and set up at a safe distance. Staff will disinfect after each use
- Curbside services will continue
- patrons will be asked to return all materials in the book drop outside and all items will be quarantined for a minimum of 72 hours before being handled by the staff

## **Facebook Team - Ana, Jess, Katie and Sam (Katie reporting)**

The Facebook team has continued to provide a combination of program advertisement and content posts on Facebook. We have a daily schedule of types of posts so that the audience can expect them.

- The schedule includes stories read in English and Spanish (using Project Gutenberg and original stories to avoid copyright infringement), book reviews, Books vs. Movies votes, and some interactive posts where patrons can post their own pictures to our page (ex. Fur Baby Friday where they sent in their cute pet pictures).
- This month, we have been excited to add Miss Judy's Storytime videos and daily Spanish / English learning videos as well. We will continue to do this throughout the summer and are open to new ideas for engaging content.
- Neal, Sam, and Katie are also using Facebook to advertise updates on SRP and virtual programs.



May 21, 2020

Dear Library Patron,

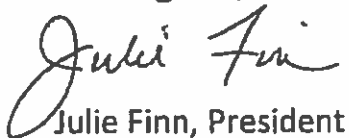
There is an exciting opportunity for you to participate in the decisions which affect the services and policies of your library!

- The Eaton Public Library is governed by a 7 member community board; and, there is an upcoming vacancy. The board meets on the first Wednesday of each month starting at 5:30, plus a few other meetings during the year on special occasions.
- Anyone living within the boundaries of Eaton RE-2 School District is eligible to apply.
- Simply fill out and submit the attached application for the position (the instructions are on the form).
- A committee will review the applications received, and will schedule an interview with you.
- The commitment is for a 5-year term, starting in July 2020.

Please consider applying; the library needs a community member who loves the library and cares about its future to fill this vacancy. You could be the ideal candidate to serve on the library board since you are actively using the library, or you wouldn't be receiving this note!

If you have any questions, please call the library at 970 454-2189 and our director, Brenda Carns, will see that you receive answers to your questions.

Best regards,



Julie Finn, President

Eaton Public Library Board

# Library Fund

## Revenue & Expense

	Month Ending 4/30/2020	YTD 4/30/2020	Budget Full Year	Percentage Used	Budget Variance
<b>REVENUES:</b>					
Property Taxes	40,026.12	208,820.51	1,376,561.00	15.2%	(1,167,740.49)
Fines & Miscellaneous	0.00	595.66	3,000.00	19.9%	(2,404.34)
<b>TOTAL REVENUES:</b>	<b>40,026.12</b>	<b>209,416.17</b>	<b>1,379,561.00</b>	<b>15.2%</b>	<b>(1,170,144.83)</b>
<b>EXPENDITURES:</b>					
Head Librarian	6,268.80	25,075.20	75,237.00	33.3%	50,161.80
Assistant Librarians	22,338.87	88,155.80	342,002.00	25.8%	253,846.20
Employee Benefits	4,478.86	17,861.96	82,110.00	21.8%	64,248.04
Emergencies		28.28	0.00		(28.28)
Operating Supplies	0.00	4,332.29	17,000.00	25.5%	12,667.71
Public Relations	0.00	2,570.82	10,000.00	25.7%	7,429.18
Postage	0.00	55.00	500.00	11.0%	445.00
Communications	310.09	1,235.20	4,500.00	27.4%	3,264.80
Mileage Reimbursements	0.00	233.46	2,600.00	9.0%	2,366.54
Training	0.00	2,343.41	10,000.00	23.4%	7,656.59
Insurance	253.87	21,308.87	22,000.00	96.9%	691.13
Contract Services	1,431.99	9,835.14	36,000.00	27.3%	26,164.86
Utilities	904.78	4,303.29	20,500.00	21.0%	16,196.71
Repairs & Maintenance	1,271.59	1,920.04	20,000.00	9.6%	18,079.96
Media	1,678.12	3,529.67	25,000.00	14.1%	21,470.33
Print	2,737.59	11,718.56	32,000.00	36.6%	20,281.44
Reference		714.85	0.00		(714.85)
Periodicals	0.00	388.60	3,500.00	11.1%	3,111.40
Library Programs	523.62	5,138.51	30,000.00	17.1%	24,861.49
Equipment Acquisition	0.00	0.00	20,000.00	0.0%	20,000.00
Capital Projects	0.00	11,680.50	100,000.00	11.7%	88,319.50
<b>TOTAL EXPENDITURES</b>	<b>42,198.18</b>	<b>212,429.45</b>	<b>852,949.00</b>	<b>24.9%</b>	<b>640,519.55</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(2,172.06)</b>	<b>(3,013.28)</b>	<b>526,612.00</b>	<b>(0.4%)</b>	<b>(528,882.15)</b>

# Eaton Public Library Income & Petty Cash May, 2019

Date	Description	+	-	Comments
May 1, 2019	In Drawer	\$150.00		
5/27/2020	Deposit	\$47.49		
May 27, 2020	In Drawer	\$150.00		

## Payments

Date	Petty Cash - Paid Out		Comments
	<b>Total</b>	<b>\$0.00</b>	

Date	Other Activity	+/-	Comments

# Eaton Public Library Invoices May 2020

Date	Invoice #	Description	Expenditure	Code
4/30/2020		Denver Post subscription- annual renewal	\$860.95	8513
4/30/2020	2047	NWH-board ad and regular May ad	\$328.00	7216
4/30/2020	2018.35ES-02	Wember, Inc.-space planning, programming and drafting	\$6,470.00	9150
4/30/2020	05-16-1502	Am. Elevator Professionals-inspection service	\$135.00	7315
5/1/2020	10211501	Xerox-copy center lease	\$155.69	7315
5/6/2020	60520187	Key People-cleaning from 5/5/20 through May 31	\$936.96	7315
5/7/2020		Terry Lucero-3 bilingual programs in March	\$75.00	8600
5/7/2020	256	Jerry Lewis-training,2nd half 1st contract;1st half of 2nd contract	\$4,200.00	7240
5/11/2020		Ulrich Blueprint-design prints	\$27.34	7215
5/14/2020		Colo. Dept. fo Labor-OPS-elevator certification fee	\$30.00	7315
5/15/2020	5300	HPLD- books	\$124.43	8510
5/25/2020		Rocky Mountain Raptor-program	\$50.00	8600
5/25/2020	5-0519202	Fiske Planetarium-program	\$110.00	8600
5/25/2020		Jammin Randy-program	\$150.00	8600
5/25/2020		Kaleidoscope-program	\$250.00	8600
5/25/2020	5086	B-rad the Kid's Magician-program	\$275.00	8600
5/25/2020		Amanda Prosser Cooking program	\$100.00	8600
5/25/2020		Amanda Prosser Cooking program	\$100.00	8600
5/25/2020	1	Mary Beth Ions-violin program	\$200.00	8600
5/25/2020	101	Fairytales drawing program	\$200.00	8600
5/25/2020		Hands on Nature program	\$180.00	8600
6/25/2020		Da Vinci Adventures-science program	60	8600

Total      \$15,018.37

Visa Credit Card Charges - Brenda

4/2/2020	Staples- sanitizer	\$77.46	7215
4/3/2020	Facebook- boost for programs	\$25.74	7216
4/6/2020	Zoom video boost	\$158.75	7215
4/8/2020	Coloradoan newspaper subscription	\$55.00	8530
4/10/2020	Staples- cleaning supplies	\$77.45	7215
4/12/2020	Zoom video subscription	\$158.75	7215
4/16/2020	OTC- reimbursement for craft	-\$28.14	8600
4/17/2020	Amazon- white board wheel replacement	\$8.90	7520
4/19/2020	Best Buy- camera for live video recording	\$64.52	7216
4/19/2020	Amazon- cleaning supplies (eye protection)	\$96.62	7215
4/20/2020	Amazon- cleaning supplies (gloves)	\$12.38	7215
4/21/2020	Amazon- masks	\$47.99	7215
4/24/2020	Zoom video	\$42.36	7215
4/28/2020	Amazon- face masks	\$82.75	7215
4/28/2020	Amazon- gloves	\$9.63	7215
5/1/2020	Amazon- antibacterial spray	\$29.04	7215
<b>Total</b>		<b>\$919.20</b>	

Visa Credit Card Charges - Neal

Date	Description	Expenditure	Line #
4/2/2020	Amazon- headphones	\$40.37	7216
4/4/2020	Etsy.com, Riley Print- Stamps for SRP	\$45.80	8600
<b>Total</b>		<b>\$86.17</b>	

Visa Credit Card Charges - Samantha

Date	Description	Expenditure	Line #
	No charges this month		

Approved for Payment by:

Eaton Library Board

Date

## **Public Information Policy**

Library announcements, letters to the editor, promotional articles, etc. must be approved by the Director before being posted or submitted.

All contact with the media regarding general operations of the Eaton Public Library will be referred to the Director. Where the communications is related to an emergency the Chair of the Library Board should assume representation if at all possible.

Reviewed 05/03/2020

## **Pandemic Policy**

**Purpose** To establish the protocol to be used in the event of a pandemic. If there is a pandemic, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health officials. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises. It is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

### **Definitions**

**Pandemic Plan** A pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). Recovery from a pandemic may be slow and limited staff, services, and hours may be necessary for an extended period of time.

**Pandemic** A pandemic is the worldwide spread of a new disease. (World Health Organization <https://www.who.int>)

**Appropriate Staffing Level** For the purposes of this policy, Appropriate Staffing Level refers to the minimum number of qualified staff necessary to provide service safely and efficiently, as determined by the Library Director or his/her designee.

**Library Closure Public Health Mandate** Eaton Public Library will close due to pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.

**Discretionary Service Level Changes** At the discretion of the Library Director, the Library may close, reduce its operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or if unable to maintain adequate social distancing for health and safety.

In the event of closure or reduction in operating hours, the Library Director or designee will maintain communication with staff, Library Board of Trustees, and the Town Manager.

**School Closure Due to Pandemic** In the event that the Eaton RE-2 District is closed due to pandemic illness, the Eaton Public Library will remain open, but with reduced hours and services, unless one of the aforementioned requirements for closing is also met. All library programs, special events, and meeting room reservations will be canceled. Hours will be reduced and services will be restricted due to the pandemic-related illness.

**Staffing:** Minimum staffing level for a temporary period of time is defined as two healthy employees available to be present at the library during all open hours . An inability to maintain

this temporary minimal level or a necessity to maintain this temporary minimal level for more than two consecutive days will result in reduced hours or closing the library.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee.

- Increased health/safety measures for staff (e.g., wearing of gloves, masks, wiping down work areas, etc.);
- Restricted access to areas in the library (e.g., closing floors or unmonitored areas for safety);
- Social distancing practices in public areas;
- Reduction of open hours;
- Cancellation of all in house programs, special events, and meeting room reservations;
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours;
- Closure of the library.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel policy. In the event of closure, employees shall be compensated for their regularly scheduled hours.

If the Library is closed or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their compensated hours. When appropriate, work tools (e.g., laptops, supplies, etc.) will be checked out to employees by the Library Director or designee for work-at-home assignments

**Communication** In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours must be announced in a timely manner. Library staff should follow the normal procedure used for any unexpected closure/program cancellation, which includes posting on the HPLD website, Facebook, and on [townofeaton.colorado.gov/library](http://townofeaton.colorado.gov/library) website .

**Prioritization of Services** Priority will be given to the following essential services:

- Information services for the public, both in-person and online;
- Facility Maintenance.

In the case of reduced staffing or reduced hours of operation, the Library Director or designee will prioritize service-related tasks and assign the daily work plan to staff.